Date: 02-23-21

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: sunshine montessoti school -chino hills

Number of schools: 1

Enrollment 42

Superintendent (or equivalent) Name: anuree de silva

Address: _____

14611 pipeline ave chino hils CA 91710

Phone Number: 909 597 1800

Email: sunshinemontessori@netzero.net

Date of proposed reopening:
opened for day care

County: san bernadino

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

Type of LEA: kindergarten-elementary

Grade Level (check all that apply)

■ TK ■ 2nd ☐ 5th ☐ 8th ☐ 11th

■ K   ☐ 3rd ☐ 6th ☐ 9th ☐ 12th

■ 1st ☐ 4th ☐ 7th ☐ 10th

✷ This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and **not yet open**, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the Guidance on Schools.
The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:
K12csp@cdph.ca.gov
LEAs or equivalent in Counties with a case rate >=25/100,000 individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

■ I, sunshine montessori _____, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

■ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

12 children 1 staff

If you have departmentalized classes, how will you organize staff and students in stable groups?

n/a

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

n/a

■ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

■ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

■ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

■ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

■ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

■ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum _6_____ feet

Minimum _6_____ feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

■ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

■ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

■ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

■ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

■ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☐ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups
    ☐ Labor Organization
        Name of Organization(s) and Date(s) Consulted:
            Name:_____
            Date: _____
    ☐ Parent and Community Organizations
        Name of Organization(s) and Date(s) Consulted:
            Name:_____
            Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

_____
_____
_____
_____
_____

For Local Educational Agencies (LEAs or equivalent) in **PURPLE:**

☐ **Date of Submission to Local Health Department:** _____.
Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:

Guidance on Schools

Safe Schools for All Hub

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

Sunshine Montessori School Of Chino Hills

COVID-19 SAFETY PLAN

TK TO 8TH GRADE

- ☐ Stable Group Structures
- ☐ Entrance, Egress, and Movement within the School
- ☐ Face Coverings and Other Essential Protective Gear
- ☐ Health Screenings for Students and Staff
- ☐ Healthy Hygiene Practices
- ☐ Identification and Tracing of Contacts
- ☐ Physical Distancing
- ☐ Staff Training and Education
- ☐ Testing of Staff and Students
- ☐ Identification and Reporting of Cases
- ☐ Communication Plans
- ☐ Consultation

Resources:
CDPH School Guidance Checklist, 2021 Feb. 22
Cal/OSHA Prevention Plan
Guidance on Schools
Covid-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K –
12, Schools in California 2020-2021 School Year
LA County K-12 Reopening Protocols
LA County Exposure Management Plan

Sunshine Montessori School Of Chino Hills

health screening for students and staff

DAILY –

Each child and staff will be screened upon arrival: (Main Office)

- Temperature check
- Health check
- Wearing of face covering / mask
- Sanitize or wash hands

Health check for COVID 19 SYMPTOMS:

Fever	Cough	shortness of breath / difficulty of breathing
Chills	Fatigue	repeated shaking with chills
Muscle Pain	Headache	Congestion or runny nose
Sore Throat	Diarrhea	Nausea / vomiting
New loss of taste or smell		

When one of more of the symptoms are exhibited, the child / staff will not be able to come to school / work that day

If symptoms develop within the day for student / staff :

- Notify the teacher / Director
- Keep facial covering on
- Proceed to the Isolation Room (designated space in the office)
- Request for pick up / Go home
- Seek medical attention

FOR COVID19 EXPOSURE*

Per ph.lacounty.gov/covidquarantine Home Quarantine Instructions – revised 12/17/20 guideline :

In LA County, if you have been in close contact with a person diagnosed with COVID19 you are required to:

1 – Quarantine – stay home and separate yourself from others for 10 days
2 – Monitor your health for 14 days
3- Follow the Health Officer Quarantine Order
Source: ph.lacounty.gov/covidquarantine

FOR COVID19 POSITIVE* CASE

Per ph.lacounty.gov/covidisolation Home Isolation – revised 12/17/20
In LA County, if you have COVID19 you are required to:

1 – Isolate yourself,
2 – Tell your close contacts that they need to quarantine if you have a positive diagnostic viral test, and
3 – Follow the Health Officer Isolation Order
Source: ph.lacounty.gov/covidisolation

ADVISE sick staff members and students not to return until they have met CDC Criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared. * page 16 CDPH Industry Guidance :Schools

Update: (2021 February) per ACDC CONSULT
**Child / Teacher / Staff , may return to school if the following are met:

- Isolation has been completed
- Symptoms are better

Sunshine Montessori School Of Chino Hills

IDENTIFICATION and reporting of cases

When there is a confirmed case of Covid OR confirmed exposure of a student , a parent, a staff or family member, the following steps will be taken:

- Request to notify the Director immediately
- Director will contact and notify the following Government Agencies:

  1 – ACDC (Acute Communicable Disease Control Program) at (888) 397-3993 ; (213) 240-7821 ; (213)240-7941 ; a public health nurse will contact the school

  2 - LHD (Local Health Department) LA County of Public Health - Pomona Health Center (909) 868-0241

  3 – (DSS) Department of Social Services , Community Care Licensing - Monterey Park Regional Office (323) 981-3350 and fill out LIC624 form to submit

- Director will proceed with advise and reporting procedures from the ACDC, LHD and DSS

1. Understand requirements for reporting employee / parent/ child cases to Cal/OSHA
2. Identify additional employee /student / family cases and close contacts of cases to control further spread in the workplace
3. Notification and management of employee / student / family cases
4. Determination if there is a need for school closure and duration
5. Determination as to when it is appropriate for cases and contact of cases to return to work
6. LINE LIST completion / submission to be determined by ACDC after reporting

Reference: CDHP June 16, 2020
TO: Employers
SUBJECT: Responding to COVID-19 in the Workplace
(Outbreaks)

Sunshine Montessori School Of Chino Hills

PHYSICAL DISTANCING

GENERAL RULES:
Social / Physical Distancing is maintaining a distance of 6 feet around an
individual throughout the day to the extent practicable
There will be ground markers and wall signage throughout the school to social /
physically distance.
In hallways, open spaces, outdoors - we will distance by KEEPING RIGHT when
there is an approaching individual or cohort.
In the classrooms – desks / tables will be physically distanced at 6 feet.
Use of Portable Sneeze Guard Desk Shield

Reference: CDHP June 16, 2020
TO: Employers
SUBJECT: Responding to COVID-19 in the Workplace
(Outbreaks)

Sunshine Montessori School Of Chino Hills

staff training and family education

STAFF TRAINING AND FAMILY EDUCATION will be thru:
STAFF

- Quarterly staff meetings (March, June, Sept, December)
- Environmental Health and Safety Classes (August)
- Staff Orientation Meeting (August)
- Emergency Meetings (as needed)
- Monthly Staff Meetings
- Announced ZOOM meetings
- Email and provide Government Health Advisory Flyers

PARENTS

- Back to School Night (September)
- Parent-Teacher Conferences (November and May)
- Notification thru eRemind App Government / State Mandates regarding Covid; Provide Health Advisory Flyers and post flyers in Office
- Emails to Parents – Government / State Mandates regarding Covid;
- Announced ZOOM meetings

Sunshine Montessori School Of Chino Hills

communication plans

Following the advice or directive from the ACDC (Acute Communicable Disease Control Program) the LDH (Local Health Department) and the DSS (Department of Social Services) all precautions regarding notification of a covid case or exposure – strictly following FERPA AND HIPAA privacy guidelines – will be done thru:

- Letter to Parents and email
- Phone call
- Use of eRemind APP

Sunshine Montessori School Of Chino Hills

ENTRANCE, EGRESS AND MOVEMENT WITHIN THE SCHOOL

At this time, only the student will be allowed past the MAIN OFFICE doors and the designated building entrance and exit. The Parent/s are allowed only in the foyer of the MAIN OFFICE.

DROP OFF AND PICK UP:

Child temperature and health check in the Front Office daily (Drop Off)

Child will be signed in by parent in the designated space outside of the office before proceeding to the ENTRANCE GATE. Gate to be locked by 9:30am. All arrivals after 9:30 must be checked-in from the Front Office.

For Pick-up, Parent will check-in at the Front Office with staff for child pick-up.

Parent signs the child out and wait by the main door. Gate Opens only at 3 PM

**In the event of Rain/storm, the ENTRANCE/EGRESS will be through the Main Office.

Social Distance must be maintained at all times. (6 feet – markers on the ground/floor).

MOVEMENT WITHIN THE SCHOOL:

In the classrooms:

Each classroom will have a designated entrance and exit door.

Each student seated at the rear of the room enters first.

Each student seated in the front of the room exits first.

Each student will maintain social distancing when in class/outdoor time.

Sunshine Montessori School Of Chino Hills

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

Face coverings or face shield , will be used and strongly encouraged for children between 2 years and 8th grade, according to CDPH guidelines unless a staff/student/parent is exempt.
Exemptions:

- Children under 2 years of age
- Anyone who has trouble breathing, unconscious or incapacitated
- Anyone who is otherwise unable to remove the face covering without assistance

Exclusion:
In order to comply with this guidance, the school must exclude the student from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school*. Distance Learning will be suggested or offered.
*The school will provide a face covering for a student who inadvertently fail to bring a face covering to school

A cloth or face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When the mask is temporarily removed, it should placed in a clean paper bag, labeled with the name and date, until it is used again

STAFF
All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
In limited situations where a face shield is used (e.g. in pedagogical or developmental reasons, communicating or assisting children with special needs) , staff must still maintain physical distancing . Staff returns to wearing a face covering outside the classroom
PARENT
All parents entering the MAIN OFFICE must also wear a mask per CDPH GUIDELINES.
Reference cited: 7 To 9 CDPH Covid-19 Industry Guidance: Schools and School Based Programs

Sunshine Montessori School Of Chino Hills

healthy hygiene practices

Each student and staff are reminded to wash their hands as frequently throughout the day with the proper handwashing procedure:

- Arrival and departure for the day
- Before and After a meal
- After use of the restroom
- Before and After outdoor time
- As needed before / during / after a work or transition period
- Coughing / sneezing

Standard duration for proper handwashing is 20 seconds with soap and water .
Each classroom has its own rest room or designated restroom with a sink, hand soap and paper towels for handwashing .
Each classroom also has a sink that could be used as a handwashing station.
The yard area also has a restroom with a sink and soap for handwashing.

Hand sanitizers (minimum 70% alcohol) are also readily available for use throughout the school:

- Temperature / Health check station in the Front Office
- All designated sign in / out stations

The use of Hand sanitizers are encouraged whenever soap and water is not immediately accessible.

PHYSICAL DISTANCING

GENERAL RULES:

Social / Physical Distancing is maintaining a distance of 6 feet around an individual throughout the day to the extent practicable

There will be ground markers and wall signage throughout the school to social / physically distance.

In hallways, open spaces, outdoors - we will distance by KEEPING RIGHT when there is an approaching individual or cohort.

In the classrooms – desks / tables will be physically distanced at 6 feet.

TESTING OF STUDENTS AND STAFF

Students and Staff will be encouraged to seek the medical advice of their physician on COVID19 TESTING and go through their health care provider testing protocols.

SUNSHINE MONTESSORI SCHOOL OF CHINO HILLS

CONSULTATION

Any Consultation with the Administration and School Staff will be done thru :
ZOOM meetings
Staff meetings
Email notifications

San Bernardino County School Readiness Assessment

Public Health
Environmental Health Services

Operating During COVID - 19 Pandemic

San Bernardino County's goal is to create a safe, low-risk environment for students and staff during in-person instruction at our schools. The following guidelines and considerations, based on mandated state guidance, are intended to help school and community leaders plan, implement, and maintain a healthy environment. All schools open for operation are required to follow state guidance.

Per the Statewide Industry Guidance to Reduce Risk, before re-opening, all schools must:
1. Perform a detailed risk assessment and implement a site-specific protection plan.
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them.
3. Implement individual control measures and screenings.
4. Implement disinfecting protocols.
5. Implement physical distancing guidelines.

This assessment will outline the following topics for consideration to help meet state guidance:
- Site-specific plan
- Sanitization
- Staff
- Transportation
- Arrival to school
- Classrooms
- Breaks including recess and meal times
- Dismissal from school
- Extracurricular activities
- Emergency drills

Environmental Health Services (EHS) has put the following assessment together as a tool to help protect students, families, and staff from COVID-19 and to see how EHS can provide further education and additional resources.

Site-Specific Plan		
1. Does the school have a written plan in place that outlines: who is responsible for implementation; risk assessment and prevention measures; staff training and communication; how to check for compliance and correct deficiencies; and what happens when an outbreak is identified?	☒ Yes	☐ No
a. Does the plan name a person or group of people who are responsible for implementation of the plan?	☒ Yes	☐ No

b. Does the plan address site-specific risks and outline prevention measures taken by the facility?	☒ Yes	☐ No
i. Does the plan include provisions for students/staff who fail to bring a face covering to school?	☒ Yes	☐ No
1. Will students/staff be excluded from campus if they are not exempt from wearing a face covering under California Department of Public Health (CDPH) guidelines and refuse to wear one provided by the school?	☒ Yes	☐ No
2. Is there an adequate supply of face coverings to provide students/staff with on a regular basis, should they need them?	☒ Yes	☐ No
ii. Does the plan outline how varying surfaces and areas are to be disinfected?	☒ Yes	☐ No
iii. Does the plan cover how to protect and support staff, students, and family members who are at higher risk for severe illness?	☒ Yes	☐ No
iv. Does the plan minimize visitors, including parent volunteers?	☒ Yes	☐ No
1. Is there a plan implemented to allow for parent volunteers?	☐ Yes	☒ No
v. Does the plan identify and prioritize the disinfecting of frequently touched surfaces?	☒ Yes	☐ No
vi. Does the plan include posting signage which informs students and staff to maintain physical distancing, wash hands or use sanitizer, and stay home if they are ill or have symptoms consistent with COVID-19?	☒ Yes	☐ No
vii. Does the plan account for students with access/functional needs who may require additional staff support, have a higher risk of becoming infected, or have an unrecognized illness due to COVID-19?	☒ Yes	☐ No
viii. Does this plan include provisions for temporary modifications due to inclement weather events?	☒ Yes	☐ No
ix. Does this plan include provisions for fire drills/earthquake drills/evacuation drills/lockdowns and/or other events?	☒ Yes	☐ No
1. Does this plan include arrangements to avoid congregating during evacuation and distancing underneath a table during an earthquake?	☒ Yes	☐ No
x. Are plans and activities able to be adjusted with changing state and local health orders?	☒ Yes	☐ No
c. Does the plan identify how staff are to be trained with the procedures outlined in the COVID-19 site plan?	☒ Yes	☐ No
i. Does the plan include how staff are to be trained with the safe handling and the proper use of disinfecting agents?	☒ Yes	☐ No
1. Is this training consistent with the written manufacturer directions?	☒ Yes	☐ No
d. Does the plan outline the communication strategies utilized for informing staff of modifications and requirements of the plan?	☒ Yes	☐ No
e. Does the plan cover what to do in the event of a positive COVID-19 student or faculty member?	☒ Yes	☐ No
i. Does the plan include guidance for the possibility of repeated closures of classes, groups or entire facilities when persons associated with the facility become ill with COVID-19?	☒ Yes	☐ No
2. Does the plan include how and when to conduct screenings and/or temperature checks at all entries to prevent students and staff with COVID-19 symptoms from entering campus?	☒ Yes	☐ No
a. Is training provided to staff to recognize symptoms of COVID-19 in students and staff?	☒ Yes	☐ No

Site-Specific Plan (continued)

i.	Are staff trained to recognize a fever?	☒ Yes	☐ No
b.	Is a log utilized to record temperatures taken during the screening process?	☐ Yes	☒ No
c.	Does the plan include how to assist students or staff that fail the health screening?	☒ Yes	☐ No
d.	Will all staff including nurses/health aides be provided with necessary personal protective equipment (PPE)?	☒ Yes	☐ No
i.	Is staff trained in the proper usage of PPE?	☒ Yes	☐ No
e.	Is training provided on isolation techniques for suspected positive cases to all staff including nurses/health aides?	☒ Yes	☐ No
3.	Is there a return plan implemented for students and staff that were excluded from campus due to possible exposure or diagnosis?	☒ Yes	☐ No
a.	Will the school allow students and staff to return once they have met the Centers for Disease Control (CDC) criteria to discontinue home isolation?	☒ Yes	☐ No
4.	Is there a point of contact regarding all procedures and operations set forth by the COVID-19 site-specific plan?	☒ Yes	☐ No
5.	Is the completed site-specific plan posted and available for staff to review?	☒ Yes	☐ No

Sanitization/Disinfection

1.	Are disinfecting supplies maintained in constant supply with protocols in place for reordering?	☒ Yes	☐ No
2.	Is the facility using an Environmental Protection Agency (EPA)-approved cleaning or disinfectant product?	☒ Yes	☐ No
3.	Is there a plan in place for the lack of availability of EPA-approved disinfectant?	☐ Yes	☒ No
4.	Is shared equipment and touchable surfaces cleaned between uses?	☒ Yes	☐ No
5.	Is there a plan implemented for the frequency that classrooms will be disinfected?	☒ Yes	☐ No
a.	Is staff performing a thorough cleaning and disinfecting when students are not present and prior to students arriving to class?	☒ Yes	☐ No
6.	Are alternative options provided to prevent congregation at hand wash sinks such as strategically placed sanitizing stations and/or portable hand wash stations?	☒ Yes	☐ No
a.	Is staff trained with assisting children under the age of nine with the use of hand sanitizer? Children under the age of nine should only use hand sanitizer under adult supervision.	☒ Yes	☐ No

Staff

1.	Is training provided to staff on how to educate students and their families on the following:		
i.	Enhanced sanitation practices	☒ Yes	☐ No
ii.	Physical distancing guidelines	☒ Yes	☐ No
iii.	Proper use, removal, and washing of face coverings	☒ Yes	☐ No
iv.	Personal hygiene	☒ Yes	☐ No
2.	Is there a plan implemented to support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk (e.g., providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context)?	☒ Yes	☐ No
a.	Does the plan outline measures to take when teleworking staff are exposed to or living with positive cases?	☒ Yes	☐ No
3.	Is there a plan implemented for staff to safely physical distance from each other during staff meetings, professional development training and education, and other activities involving staff?	☒ Yes	☐ No

Transportation

1. Is the school providing transportation to students?	☒ Yes	☐ No
a. If yes, are they maintaining physical distancing?	☒ Yes	☐ No
b. Is there a plan implemented for how often the transportation vehicle will be disinfected?	☒ Yes	☐ No
i. Is a log utilized to record disinfection times?	☐ Yes	☒ No
c. Is personal protective equipment being provided to the transportation driver?	☒ Yes	☐ No
d. Is there a plan implemented to stagger arrival and drop off times and locations?	☒ Yes	☐ No

Arrival to School

1. Is there a plan implemented for parent-student drop off to prevent congregation before and during the screening process?	☒ Yes	☐ No
a. Is there a plan implemented for the screening of students and staff arriving late, after school has started?	☒ Yes	☐ No
2. Are student start times being staggered to prevent clusters of students arriving at the same time?	☒ Yes	☐ No
3. Are entrances and exits designated to prevent overlap of people entering and/or exiting the school?	☒ Yes	☐ No
4. Is there a plan implemented to facilitate social distancing in student and staff parking lots?	☒ Yes	☐ No

Classrooms

1. Are students being placed into a cohort?	☐ Yes	☐ No
a. Is there a plan to redesign activities and assignments which limits group work?	☒ Yes	☐ No
2. Will teachers move from classroom to classroom?	☐ Yes	☒ No
a. Is there a plan implemented for how teachers can do so in a manner that limits contact and exposure?	☒ Yes	☐ No
b. Is there a plan implemented to track the movements of teachers throughout the campus?	☒ Yes	☐ No
3. Will support staff move from classroom to classroom?	☐ Yes	☒ No
a. Is there a plan implemented for how support staff can do so in manner that limits contact and exposure?	☒ Yes	☐ No
b. Is there plan implemented to track the movements of support staff throughout the campus?	☒ Yes	☐ No
4. Are desks/tables placed in a manner to promote physical distancing?	☒ Yes	☐ No
a. Where practical, are desks facing forward in classrooms to prevent the face to face contact between students?	☒ Yes	☐ No
5. Is there a plan implemented to monitor students' activities during class time such as going to the library or the office?	☒ Yes	☐ No
a. Is there a plan for students turning in assignments to minimize contact?	☐ Yes	☐ No
6. Will outside spaces be utilized to conduct educational activities?	☒ Yes	☐ No
7. For physical education classes, are locker rooms going to be utilized to dress into workout attire?	☐ Yes	☒ No
a. Is there a plan implemented to limit the amount of students in the locker rooms?	☐ Yes	☐ No
b. Is there a plan implemented to limit the amount of contact with shared equipment?	☒ Yes	☐ No

Breaks		
1. Are students gathering during breaks (recess, meal time, etc.)?	☐ Yes	☒ No
a. If yes, are procedures in place to maintain physical distancing?	☐ Yes	☐ No
2. Are barriers used to increase distance between tables/chairs to separate staff and students and discourage congregating during breaks?	☐ Yes	☒ No
3. If practical, are passing times between classes staggered?	☒ Yes	☐ No
4. Is there a plan implemented to prevent two-way foot traffic in hallways and other enclosed spaces?	☐ Yes	☐ No
Recess		
1. Is the playground going to be open?	☐ Yes	☐ No
a. Will the shared playground equipment be limited for more favorable activities that require less contact with frequently touched surfaces?	☒ Yes	☐ No
b. Is there a plan implemented to address the maximum number of students allowed on the playground equipment?	☒ Yes	☐ No
c. Is there a plan implemented for disinfecting the equipment?	☒ Yes	☐ No
2. Are recess times going to be staggered to limit the number of students gathered?	☒ Yes	☐ No
Meal Time		
1. Are prepackaged meals being served?	☐ Yes	☒ No
2. If meals are not prepackaged, is there a plan implemented for staff to plate the meals for students/staff?	☒ Yes	☐ No
3. Is the cafeteria utilizing a self-service bar or machine for food or beverages (e.g., buffets, salad bars, salsa bars, share tables, family-style meals, drink stations etc.)?	☐ Yes	☒ No
4. Are food items and containers shared between tables (e.g., condiment bottles, salt and pepper shakers, and breadbaskets) used?	☐ Yes	☒ No
5. Are disposable food service items (e.g., utensils, dishes) being utilized for faculty and students?	☒ Yes	☐ No
6. Are food service workers adhering to proper glove usage when handling food as required by CDPH?	☒ Yes	☐ No
a. Are clean, non-disposable food service items handled with gloves?	☒ Yes	☐ No
7. Has the cafeteria implemented measures to maintain physical distancing between students and or staff (e.g., table spacing or removal of tables/chairs, Plexiglas barriers, occupancy reduction, tape markings/visual cues for spacing, increased use of outdoor seating, etc.)?	☐ Yes	☐ No
8. Are meal periods staggered to prevent gatherings of large groups?	☐ Yes	☐ No
9. Are cohorts mingling with other cohorts?	☐ Yes	☒ No
10. Are alternative meal sites being utilized (e.g., classrooms or outside spaces)?	☒ Yes	☐ No
Dismissal from School		
1. Is there a plan implemented for parent-student pick up to prevent congregation of students?	☒ Yes	☐ No
2. Are student dismissal times being staggered to prevent clusters of students leaving at the same time?	☒ Yes	☐ No
3. Are entrances and exits designated to prevent overlap of people entering and/or exiting the school?	☐ Yes	☒ No

Extracurricular Activities

1. Are extracurricular activities going to be held?	☐ Yes	☒ No	
a. Will activities such as band and choir hold practices and/or performances?	☐ Yes	☒ No	
b. Will outdoor spaces be utilized for commonly held indoor activities including, but not limited to, club meetings, band and choir?	☐ Yes	☒ No	
2. Are outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating going to be held?	☐ Yes	☒ No	
a. Is there a plan that modifies these events to prevent close contact of students and staff?	☐ Yes	☐ No	N/A
b. Will spectators be allowed at these activities and/or practices?	☐ Yes	☒ No	
i. If yes, will modifications be made to prevent close contact?	☐ Yes	☐ No	
c. Is there a plan implemented to conduct screenings and/or temperature checks prior to these events?	☐ Yes	☐ No	
d. Is there a plan implemented that outlines measures to be taken when students and staff are exposed to positive cases from different cohorts/teams?	☐ Yes	☐ No	
e. Will divisional sporting events between schools, county, or states continue?	☐ Yes	☒ No	
i. Is there a plan implemented for students, participants and staff to maintain physical distancing?	☐ Yes	☐ No	
ii. Is there a communication plan in place to notify visited schools of a positive COVID-19 student after an event?	☐ Yes	☐ No	
f. Will equipment be shared?	☐ Yes	☐ No	
g. Is there a plan for proper equipment disinfecting?	☐ Yes	☐ No	